

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee met on Monday, October 14, 2019 at 6:15 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present:	Shawn Mueske Chair
	Rick Fagerlie Council Member
	Vicki Davis Council Member
	Kathy Schwantes Council Member

Others present: Human Resource Director Samantha Beckman and City Administrator Brian Gramentz.

Item No. 1 Call to Order

The meeting was called to order by Council Member Mueske at 6:15 p.m.

Item No. 2 Public Comment

There were no public comments.

Item No. 3 Vacation Cash-Out Policy Update (Information)

Staff brought an employee request of being able to cash out more than 40 hours of vacation time per calendar year. After discussion, there was no desire to more the request forward to continue to encourage employees to use their vacation time as time away from work.

Item No. 4 Employee Personnel Policy – 9th Section (Information)

Staff presented the ninth section of the updated employee personnel policy, Sexual Harassment Prevention, and Respectful Workplace Policies. These two policies differ from previous sections because they will apply to members of boards/commission and elected officials in addition to employees. Staff will review the City Charter and add any necessary language related to elected officials and bring back updated policies at our next Committee Meeting.

Item No. 5 Employee Personnel Policy – 10th Section (Information)

Staff distributed the tenth section of the updated employee personnel policy. At the League's recommendation, staff is utilizing their handbook template and customizing it to Willmar's policies and procedures.

There being no further business to come before the Committee, the meeting was adjourned at 6:55 p.m. by Council Member Mueske.

Respectfully submitted,

Samantha Beckman
Human Resources Director